

SECRET INFORMATION

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Chief Logistics Office

Acting Comptroller

Disposition Certificates Evidencing Sales of Materials

5X1 REF : [ ] Material Disposition

25X1 25  
1. Reference [ ] regulation in paragraph 6 provides that vouchers reflecting the disposition of material must be supported by a certificate of disposition evidencing that sales proceeds have been turned over to an organization finance officer.

2. We believe the forwarding of copies of such disposition certificates to headquarters by supply offices would provide an independent verification of finance officers' accounts and in turn improve our internal controls over miscellaneous receipts of funds to insure that all funds collected are acknowledged and reported in Agency financial records.

3. Accordingly, it is requested that when detail procedures for the flow of such documentation are prepared by the Logistic Office for the field supply officers, provision be made to require all supply officers who dispose of property by sale forward one copy of the certificate of disposition to the Finance Division, Office of the Comptroller at headquarters and furnish one copy to the field finance officer to which the funds are given in addition to such other distribution of copies as are desired by the Logistics Office.

TAS/WEB:gmk (11 December 1953)

Distribution:

Orig. & 1 - Addressee  
1 - Acting Comptroller  
1 - TAS Chrono  
1 - TAS Return ✓

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TO: Chief, Logistics Office  
FROM: Acting Comptroller  
SUMMARY: Disposition Certificates Evidencing Sales of Materials

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